



Ministry of Agriculture

COLOMBO COMMERCIAL FERTILIZERS LIMITED



Service of

Company Secretary (on Part Time)

Chairman, Colombo Commercial Fertilizers Ltd invites applications from qualified Secretarial firms or applicants for the position of Company Secretary in Colombo Commercial Fertilizers Ltd.

Eligibility Criteria;

- An Attorney at Law.
- or
- An Associate/Fellow Member of institute of Chartered Accountant
- And
- Registered at the Register of Companies to function as a Company Secretary
- With
- 06 years' experience as Board Secretary /Company Secretary to the Board of Directors in a reputed organization and Fluency in English with computer literacy.

With

Corporate Governance –

Guiding the Board of Directors on the best practice of corporate Governance, including good Boardroom practice appointment and induction of directors with relevant approvals as per Companies Act, duties and scope of Directors, adoptions of best practice at the Board Meetings.

Scope of Service;

- Ensure that procedures Governing Board Meeting are followed, and guide and advise the Board on the responsibilities, rules, and regulations that impact the operations of the entity;
- Ensure that the Board papers submitted are comprehensive and include at least the followings;
 - Background of the matter.
 - Recommendations with signature of relevant Heads of the Section and CEO.
 - Board resolution for which approvals is sought for.

- Ensure that all Board papers to be discussed are duly circulated among the BoD at least five days before the Board Meeting.
- Ensure no Board decisions is taken by circulations, unless it is a matter of urgency (it should be an exception to the rule and not the norm).
- Formulate meeting agendas with the Chairman and coordinate with the CEO and the Management on Board Papers, Memoranda or presentations for the meeting.
- Convene and attend Board meetings and maintain accurate minutes of Board proceedings in and appropriate manner.
- Function as the Secretary to Board sub – Committees.
- Make necessary arrangement for the conduct of General meetings with shareholders or annual performance review meeting (APRM) as applicable.

Age : bellow 50 years as at the closing date of applications.

Annual Fee : Rs. 50,000/-

Siting allowance for each Board: Rs. 13,500/-

General :

If you are interested and possess the relevant qualifications and experience, please send in your self- prepared applications with copies of the relevant certificates should be send by registered post to the following address on or before 25th Jan 2023.

Please indicate the post applied for on the top left-hand cover of the envelope.

NB : Please note that the application without copies of the relevant certificate will be rejected.

Chairman,
Colombo Commercial Fertilizers Ltd,
Hunupitiya,
Wattala.

Date 10th Jan 2023